

Standard Operating Procedure-

Annual Training of Potential Sub Recipients/Developers/Owners/Sponsors

Beginning in 2011, in conjunction with the 2012 Proposal Process, trainings will be provided to potential recipients of funds. The trainings will take place in June for the following Plan Year. Trainings will be mandatory for those wishing to apply for funding in the subsequent year. A letter similar to the attached letter will be sent to the interested parties list and those currently receiving funding. A public notice will be placed in the local newspaper, providing a website to acquire the schedule of the Proposal Process including the dates, times, and places of the trainings. Training topics are as follows:

- General Overview
- Fair Housing
- HOME Homebuyer & DPA
- HOME Rental
- CDBG Non-Public Service
- CDBG Public Service
- ESG

Trainings will be taught by Community Development Staff with Fair Housing taught by the Human Relations Commission and will give basic information pertaining to the various programs. Materials that will be provided at the training include: a Proposal Process timeline, Proposal Packet, sample monitoring forms, sample income verification form, sample invoice forms, example of contracts, example of mortgage, example of promissory note, and example of deed retentions. Other materials may be provided upon request.

A sign-in sheet from each training session will be kept on file with the Department of Metropolitan Development. A letter will be sent to each training participant indicating their participation in the training, to be submitted with their application.